



CITY OF HOUSTON

Job Posting

1	Applications accepted	ALL PERSON INTERESTED
2	Job Classification	ADMINISTRATIVE ASSISTANT
3	Posting Number	PN# 109514
4	Department	Health & Human Services Department
5	Division	Director's Office
6	Section	Quality Assurance and Auditing
7	Reporting Location	8000 N. Stadium Drive
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES</u> Performs professional administrative functions related to the development and implementation of policies and procedures in the assigned department.	
	<u>CORE FUNCTIONS</u> <ul style="list-style-type: none">➤ Interprets and implements basic rules, regulations, policies and procedures in day-to-day department operations.➤ Provides support for the Quality Assurance Division, team members and Quality Assurance Committee.➤ Organizes and maintains all financial and clinical review materials in preparation for audit.➤ Creates and maintains Quality assurance review materials and monitoring tools.➤ Creates and maintains excel spreadsheets and access database.	
10	<u>WORKING CONDITIONS</u> The position is physically comfortable; the individual has discretion about walking, standing, etc.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> One year of Administrative experience is required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u>	None
14	<u>PREFERENCES</u> <ul style="list-style-type: none">➤ Knowledge of Microsoft Office Software (Word, Excel, Access).➤ Quality Assurance experience.➤ Experience working with confidential information.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u>	None
16	<u>SAFETY IMPACT POSITION</u> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No This position is not subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.	
17	<u>SALARY INFORMATION</u>	GENERAL FUNDED POSITION Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is: Salary Range - Pay Grade 17 \$992 - \$1,817 Biweekly \$25,792- \$47,242 Annually
18	<u>OPENING DATE</u>	March 22, 2006
19	<u>CLOSING DATE</u>	March 28, 2006
20	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. An equal opportunity employer	